Multiple Needs Child Office
(Alabama Children's Services Facilitation Team)

Functional Analysis
&
Records Disposition Authority

Presented to the
State Records Commission
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Table of Contents

Functional and Organizational Analysis of the Multiple Needs Child Office

Sources of Information

- Representatives of the Multiple Needs Child Office
- Code of Alabama 1975 § 12-15-501 through 12-15-509
- Code of Alabama 1975 § 12-15-133, § 22-50-62, § 44-1-39
- Alabama Administrative Code 660-1-6-.03
- Alabama Act 1993 No. 93-256
- 34 CFR Part 99
- Health Insurance Portability and Accountability Act of 1995, Pub L. 104-191
- Alabama Government Manual (2018)
- Archives Division State Agency Files
- Multiple Needs Child Office website (www.mnc.state.al.us)

Historical Context

In 1993, Alabama Act No. 93-256 revised the Juvenile Justice Act of 1990 to coordinate services for the multiple needs child. A multiple needs child is defined as "a child coming to the attention of the juvenile court or one of the [five child-serving agencies] who is at imminent risk of out-of-home placement or placement in a more restrictive environment, and whose needs require the services of two or more of the following entities: Department of Youth Services, public school system (services for exceptional needs), Department of Human Resources, Department of Public Health, juvenile probation officers, or Department of Mental Health…"[1] The act allowed juvenile courts to refer children who may meet the above definition to county Children's Services Facilitation Teams ("county teams").[2]

In addition to the county teams, Act 93-256 established the Alabama Children's Services Facilitation Team (the "State Team"), composed of representatives appointed by the heads of the following agencies or associations: the Alabama State Department of Education (ALSDE), the Alabama Department of Human Resources (DHR), the Alabama Department of Mental Health (ADMH), the Alabama Department of Public Health (ADPH), the Alabama Department of Youth Services (DYS), and the Alabama Chief Probation Officers' Association. The State Team's mandate is to "develop and implement interagency plans for statewide services for multiple needs children" in conjunction with teams in the state's sixty-seven counties.[3] Employees of the Multiple Needs Child Office serve as staff to the State Team. Act 93-256 established the Executive Council to oversee the work of the State Team.

The Alabama Juvenile Justice Act of 2008 reorganized the provisions of Alabama law related to juveniles and brought the code into compliance with federal regulations. This Act resulted in the

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[1] Code of Alabama 1975 § 12-15-501(2).
[2] Code of Alabama 1975 § 12-15-502.
[3] Code of Alabama 1975 § 12-15-505 through 12-15-506.

renumbering of the Code of Alabama 1975 Title 12 Chapter 15, along with minor alterations to the language describing the Multiple Needs Child Office.

Agency Organization

A county children's services facilitation team (also called a "county team") exists in each of Alabama's sixty-seven counties. Membership is comprised of local representatives appointed by the head of the following: the local education agency or agencies, the county Department of Human Resources (DHR), the Alabama Department of Mental Health (ADMH), the Department of Youth Services (DYS), and a juvenile probation officer appointed by the presiding juvenile court judge. Representatives of the Department of Public Health (ADPH) may optionally serve on the county teams. Appointments to the county teams are for terms of three years, and representatives may be appointed for additional terms.[4] County teams meet at varying levels of frequency dependent upon the level of need.

County teams meet to develop individualized service plans to meet the needs of each child accepted by the county team. When county teams are unable to agree as to a service plan or require assistance developing or implementing a plan, the county teams may refer cases to the Alabama Children's Services Facilitation Team (the "State Team"). Membership of the State Team comprises representatives appointed by the heads of the following agencies: the Alabama State Department of Education (ALSDE), DHR, ADMH, ADPH, and DYS. The Alabama Chief Probation Officers' Association also appoints a representative to the State Team. Appointments to the State Team are for terms of three years, and representatives may be appointed for additional terms.[5]

The State Team meets at least once a month to "develop and implement interagency plans for statewide services for multiple needs children."[6] Service plans developed or approved by the State Team are binding on the county team, as well as the departments, agencies, or organizations represented in the plans. The Multiple Needs Child Office and its director assist the State Team in its work.

The Executive Council comprises the heads of the following agencies: ALSDE, DHR, ADMH, ADPH, and DYS. The Executive Council oversees the State Team and approves the state plan, budget, and all policies and procedures. The Executive Council also oversees all financial arrangements to provide services to multiple needs children and establishes minimum standards of operation for the county children's services facilitation teams.[7] The Executive Council is mandated to meet at least once per year.

The county teams may establish their own rules and procedures as long as they do not conflict with the policies and procedures promulgated by the State Team and approved by the Executive Council. The county teams may "exchange records, documents, and information among

[4] Code of Alabama 1975 § 12-15-506.
[5] Code of Alabama 1975 § 12-15-505(b).
[6] Code of Alabama 1975 § 12-15-505(e)(1).
[7] Code of Alabama 1975 § 12-15-504.

members of the county and State teams, as well as the departments or agencies the members represent, for the purposes of assessment, planning and delivery of services to children."[8]

The Multiple Needs Child Office is funded jointly by the agencies represented in the Alabama Children's Services Facilitation Team.[9] In addition, the Multiple Needs Child Office receives appropriations from the Children First Trust Fund.

Agency Function and Subfunctions

The mandated function of the Multiple Needs Child Office is to assist the Alabama Children's Services Facilitation Team (the "State Team") in its work to provide services to multiple needs children. The State Team is mandated to "develop and implement interagency plans for statewide services for multiple needs children" in conjunction with teams in the state's sixty-seven counties. As such, the Multiple Needs Child Office is one of the agencies responsible for performing the Client Services function of Alabama government as described in the "Functional Analysis of Alabama Government."

In the performance of its mandated function, the office may engage in the following subfunctions:

- **Coordinating Child Welfare Services.** The Multiple Needs Child Office provides coordinated care for multiple needs children across the state. A multiple needs child is defined as "a child coming to the attention of the juvenile court or one of the [five child-serving agencies] who is at imminent risk of out-of-home placement or placement in a more restrictive environment, and whose needs require the services of two or more of the following entities: Department of Youth Services [DYS], public school system (services for exceptional needs), Department of Human Resources [DHR], Department of Public Health [ADPH], juvenile probation officers, or Department of Mental Health [ADMH]…"[10]

  County Children's Services Facilitation Teams ("county teams") develop individualized service plans for each child that they serve. The Multiple Needs Child Office receives allocations from the Children First Trust Fund and disburses a portion of those funds at the county level based upon need and current child census data. The Multiple Needs Child Office may consult with the county teams to ensure that all efforts to provide services locally and in the least restrictive environment are exhausted prior to developing a service plan. County teams may refer cases to the Alabama Children's Services Facilitation Team (the "State Team"). The Multiple Needs Child Office is empowered to carry out the duties of the State Team, which may include allocating resources to implement service plans "in accordance with the budget approved by the Executive Council of the State Team."[11]

[8] Code of Alabama 1975 § 12-15-506(e)(3).
[9] Code of Alabama 1975 § 12-15-505 (f)).
[10] Code of Alabama 1975 § 12-15-501(2).
[11] Code of Alabama 1975 § 12-15-505.

- **Administering Internal Operations.** A significant portion of the agency's work includes general administrative, financial, and personnel activities performed to support the programmatic areas of the agency including:

  Managing the Agency: Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, tracking), publicizing and providing information, managing records, and managing information systems and technology.

  Managing Finances: Activities include budgeting (preparing and reviewing budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency's budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process. *Note: The Multiple Needs Child Office involves the collaboration of several agencies. As of October 2020, the Department of Human Resources (DHR) is the agency responsible for providing financial and accounting service support to the Multiple Needs Child Office. The Director of the Multiple Needs Child Office provides signature approval on invoices being processed for payment.*

  Managing Human Resources: Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker's compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; investigating and disciplining. *Note: The Multiple Needs Child Office involves the collaboration of several agencies. As of October 2020, the Department of Mental Health (ADMH) is the agency responsible for providing human resources support to the Multiple Needs Child Office.*

  Managing Properties, Facilities, and Resources: Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; leasing and/or renting offices or facilities; providing security for property managed by the agency; insuring property; and assigning, inspecting and maintaining agency property.

Records Appraisal of the Multiple Needs Child Office

The following is a discussion of the two major categories of records created and/or maintained by the office: Temporary Records and Permanent Records.

Temporary Records

Temporary records should be held for what is considered their active life and be disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the office are discussed below:

- **Case Files of Children Referred to the Alabama Children's Services Facilitation Team.** County teams compile and transmit the case files of referred children to the Alabama Children's Services Facilitation Team. Case files contain duplicate copies of records originally produced at the county level. Information contained in the case file transmitted to the State Team typically comprises only the last six to twelve months of documentation. Contents of these case files may include, but are not limited to, the following documents: referral forms from the county team to the State Team; summaries of involvement from agencies; medical and psychiatric/psychological histories; histories of interactions with the court system; Individualized Education Plans (IEPs); and Individualized Service Plans (ISPs). The case files are to be retained for five years after the age of majority of the child, as adults fall outside the purview of the agency.

- **Letters of Agreement and Funded Letters.** Letters of agreement (also called funded letters) document the State Team's willingness to provide financial responsibility for specific services for a child with multiple needs upon the request from the county team. The letters may indicate some or all of the following information: the quantity of funds allocated; the agency or agencies who will pay for the approved services; and the duration of the funding. Letters are forwarded to the chairperson of the corresponding local team, at which point the services are rendered. The records are to be retained for five years after the age of majority of the child, as adults fall outside the purview of the agency.

- **Children First Trust Fund Reports.** The Multiple Needs Child Office is one of twelve state agencies that receives allocations from the Children First Trust Fund. The Children First Trust Fund, managed by the Alabama Department of Early Childhood Education, uses appropriations from the Tobacco Master Settlement Agreement (MSA) to address unmet needs of children in the state (Code of Alabama § 41-15B-2). The Multiple Needs Child Office disburses funds as needed at the county level based upon current child census data. The office reserves the right to allocate funds to provide necessary services to children in its care.

  Agencies which receive allocations from the fund must submit plans of investment and annual reports to the Department of Early Childhood Education. Each agency's submissions are detailed in the Department of Early Childhood Education's Children

First Trust Fund Annual Reports, which are permanent records. To prepare submissions to the Department of Early Childhood Education, the office collects reports from county teams. These reports are to be retained for one year to facilitate the submission of data to the Department of Early Childhood Education.

Permanent Records

The Archives Division has appraised the following records as permanent.

Coordinating Child Welfare Services

- **Meeting Minutes, Agendas, and Packets of the Executive Council of the State Team.** The Executive Council's meeting agendas, minutes, and packets document the decisions and actions of the Council. These records provide important information and documentation of the Executive Council's actions that might not be found elsewhere. **(Bibliographic Title: Meeting Files)**

- **Meeting Minutes, Agendas and Packets of the Alabama Children's Services Facilitation Team.** The Alabama Children's Services Facilitation Team meeting agendas, minutes, and packets document the decisions and actions of the team. These records provide important information and documentation of the team's actions that might not be found elsewhere. Meeting files may be maintained in office due to the presence of the personally identifiable information (PII) of minor children. **(Bibliographic Title: Not Applicable) (Maintained by Multiple Needs Child Office)**

- **Meeting Minutes and Agendas of the County Children's Services Facilitation Teams.** The county teams' meeting minutes and agendas document the decisions and actions of the teams. These records provide important information and documentation of the teams' actions that might not be found elsewhere. Meeting files may be maintained in office due to the presence of the personally identifiable information (PII) of minor children. **(Bibliographic Title: Not Applicable) (Maintained by County Children's Services Facilitation Teams or the Multiple Needs Child Office)**

- **Shared Services Agreements.** The five child-serving agencies are party to a shared services agreement, in which all parties contribute to a central fund maintained by the Department of Human Resources (DHR) for the welfare of children with multiple needs. The agreements demonstrate how the agency's funding and inter-agency cooperation develops over time. **(Bibliographic Title: Not Applicable) (Maintained by Multiple Needs Child Office)**

Administering Internal Operations

- **Policies and Procedures.** The policy and procedure manuals are designed to assist in outlining and summarizing the office's structure and referral process, in addition to other day-to-day operations of the agency. The manuals contain code citations, overview of referral processes, reporting procedures, forms, and other policy considerations. Records in this series may include, but are not limited to, the Multiple Needs Child Policy and Procedure Manual. **(Bibliographic Title: Policies and Procedures)**

- **Annual and Other Periodic Reports.** These records include reports created by the agency that document its critical activities. Some agencies must submit an annual report to the Governor and/or the legislature by statute. The frequency of report publications may vary (annual, biannual, quarterly, etc.). Interim reports that contain the same substantive information as a corresponding annual or other periodic report need not be retained permanently. Where no agency annual report exists, or where the agency annual report does not adequately document activities of the agency, then division annual reports should be retained. **(Bibliographic Title: State Publications)**

- **Special Reports.** These records include reports created by the agency pertaining to a specific topic or subject area. Special reports may be prepared on an irregular schedule. Interim reports that contain the same substantive information as a corresponding special report need not be retained permanently. **(Bibliographic Title: State Publications)**

- **Informational and Promotional Materials.** These records are created to build public awareness about a variety of issues and department related activities. The publications are necessary to document the activities of the Multiple Needs Child Office and how the agency views these activities. **(Bibliographic Title: Informational and Promotional Materials)**

- **Website and Social Media Site(s).** The office has a website at www.mnc.state.al.us. Information on the website includes, but is not limited to, members of the State Team and Executive Council; contact information; guidelines for referral to the State Team; and the Multiple Needs Child Policy and Procedure Manual. ADAH staff capture and preserves the agency's website and other social media sites via a service offered by the Internet Archive [Archive-It]. Any content behind password protected or login would not be captured by ADAH. Check with the ADAH website at www.archiveit.org/organizations/62 to ensure your agency and social media site(s) are captured and preserved. If your agency's website and social media site(s) are not being captured by the service, please contact the Archives Division at 334-242-4452 to get them included. **(Bibliographic Title: Website and Social Media Site[s])**

Permanent Records List
Multiple Needs Child Office

Coordinating Child Welfare Services

1. Meeting Minutes, Agendas, and Packets of the Executive Council of the State Team
2. Meeting Minutes, Agendas, and Packets of the Alabama Children's Services Facilitation Team*
3. Meeting Minutes and Agendas of the County Children's Services Facilitation Teams*
4. Policies and Procedures

Administering Internal Operations

1. Annual and Other Periodic Reports
2. Special Reports
3. Informational and Promotional Materials
4. Website and Social Media Site(s)

*Indicates records that the Multiple Needs Child Office determined should be retained permanently and that ADAH anticipates will remain in the care and custody of the creating agency. All other permanent records are to be transmitted to the ADAH once they are no longer in active use by the Multiple Needs Child Office.

Multiple Needs Child Office Records Disposition Authority

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975 § 41-13-5 and 41-13-20 through 21. It was compiled by the Archives Division, Alabama Department of Archives and History (ADAH), which serves as the Commission's staff, in cooperation with representatives of the Agency. The RDA lists records created and maintained by the Agency in carrying out their mandated functions and activities. It identifies records which must be maintained permanently and ultimately transferred to the ADAH; establishes retention periods for temporary records; and provides the legal authority for the Agency to implement destruction of eligible records.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and may be made available to members of the public. Records also must be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975 § 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the agency records manager or ADAH Archives Division at (334) 242-4452.

Explanation of Records Requirements

The RDA shall govern the disposition of all records, regardless of format, created by the agency from creation to dissolution. Please contact the staff of the Department of Archives and History before destroying any records created prior to 1940.

This RDA supersedes any previous records disposition schedules or RDAs governing the retention of the records created by the Agency. Copies of superseded schedules are no longer valid and may not be used for records disposition.

The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.

Certain other record-like materials are not actually regarded as official records and may be disposed of under this RDA. Such materials include (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; (2) catalogs, trade journals, and other publications received that require no action and do not document agency activities; (3) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete; (4) transitory records, which are temporary records created for short-term, internal purposes, may include, but are not limited to, telephone call-back messages, drafts of ordinary documents not needed for their evidential value, copies of material sent for information purposes but not needed by the receiving office for future business, and internal communications about social activities; (5) honorary materials, plaques, awards, presentations, certificates, and gifts received or maintained by the agency staff. They may be disposed of without documentation of destruction.

Records Disposition Requirements

This section of the RDA is arranged by subfunctions of the Agency and lists the groups of records created and/or maintained as a result of activities and transactions performed in carrying out these subfunctions. The Agency may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular biannual meetings.

Coordinating Child Welfare Services

MEETING MINUTES, AGENDAS, AND PACKETS OF THE EXECUTIVE COUNCIL OF THE STATE TEAM
Disposition: PERMANENT RECORD.

MEETING MINUTES, AGENDAS, AND PACKETS OF THE ALABAMA CHILDREN'S SERVICES FACILITIATION TEAM
Disposition: PERMANENT RECORD. Retain in office.

MEETING MINUTES AND AGENDAS OF THE COUNTY CHILDREN'S SERVICES FACILITATION TEAMS
Disposition: PERMANENT RECORD. Retain in office.

Supplementary Meeting Material of County Children's Services Facilitation Teams
Disposition: Temporary Record. Retain until superseded.

SHARED SERVICES AGREEMENTS
Disposition: PERMANENT RECORD. Retain in office.

Case Files of Children Referred to the Alabama Children's Services Facilitation Team
Disposition: Temporary Record. Retain 5 years after age of majority of the child.

Letters of Agreement and Funded Letters
Disposition: Temporary Record. Retain 5 years after age of majority of the child.

Children First Trust Fund Reports
Disposition: Temporary Record. Retain 1 year.

Administering Internal Operations: Managing the Agency

POLICIES AND PROCEDURES
Disposition: PERMANENT RECORD.

ANNUAL AND OTHER PERIODIC REPORTS
Disposition: PERMANENT RECORD.

INFORMATIONAL AND PROMOTIONAL MATERIALS
Disposition: PERMANENT RECORD.

Routine Correspondence
Disposition: Temporary Record. Retain 3 years.

Administrative Reference Files
Disposition: Temporary Record. Retain for useful life.

Legislative Files (may include drafts of proposed agency-sponsored legislation, tracking files, and records)
Disposition: Temporary Record. Retain for useful life.

Records documenting the implementation of the agency's approved RDA (copies of transmittal forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to State Records Commission)
Disposition: Temporary Record. Retain 10 years.

Signed Copies of Approved RDA
Disposition: Temporary Record. Retain until superseded.

Computer Systems Documentation (Hardware/Software Specifications and Warranties)
Disposition: Temporary Record. Retain documentation of former system 1 year after audit for the fiscal year in which the former hardware and software no longer exists anywhere in the agency and all permanent records have been migrated to a new system.

WEBSITE AND SOCIAL MEDIA SITE(S)
Disposition: PERMANENT RECORD.

Note: ADAH staff capture and preserve the agency's website and other social media sites via a service offered by the Internet Archive [Archive It]. Any content behind password protected or login would not be captured by ADAH. Check with the ADAH website at www.archiveit.org/organizations/62 to ensure your agency and social media site(s) are captured and preserved. If your agency's website and social media site(s) are not captured by the service, please contact the Archives Division at 334-242-4452 to get them included.

Administering Internal Operations: Managing Finances

Note: As of October 2020, financial records of the Multiple Needs Child Office are maintained by the Department of Human Resources (DHR).

Administering Internal Operations: Managing Human Resources

Note: As of October 2020, human resources records of the Multiple Needs Child Office are maintained by the Department of Mental Health (ADMH).

Administering Internal Operations: Managing Properties, Facilities, and Resources

Semiannual Property Inventory Lists
Disposition: Temporary Record. Retain 2 years. (Code of Alabama 1975 § 36-16-8[1])

Agency Copies of Transfer of State Property Forms (SD-1)
Disposition: Temporary Record. Retain 1 year after property audit.

Property Inventory Cards and/or Computer Files
Disposition: Temporary Record. Retain 1 year after property audit.

Property Inventory Affidavits
Disposition: Temporary Record. Retain 1 year after property audit.

Receipts of Responsibility for Property
Disposition: Temporary Record. Retain until return of item to property manager.

Records documenting the use, maintenance, ownership, insurance, and disposition of vehicles owned by the agency
Disposition: Temporary Record. Retain 1 year after audit for the year in which the equipment is removed from the property inventory.

Real Property Renting/Leasing records
Disposition: Temporary Record. Retain 6 years after the termination of lease or rental agreement or until agency is audited and audit report is released, whichever is longer.

Facilities/Building Security Records (including visitor logs)
Disposition: Temporary Record. Retain 1 year.

Motor Pool Vehicle Use Records
Disposition: Temporary Record. Retain 1 year after compliance or financial audit by the Examiners of Public Accounts or an equivalent auditing firm or one year after the end of the fiscal year the audit covers, whichever is later.

Insurance Policies/Risk Management Records
Disposition: Temporary Record. Retain 6 years after termination of policy or membership.

Building Maintenance Work Orders
Disposition: Temporary Record. Retain 1 year.

Records Documenting Vehicle Use/Mileage
Disposition: Temporary Record. Retain 1 year.

Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)

Requirement

Under the Code of Alabama 1975 § 41-13-21, "no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission." This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Agency as stipulated in this document.

One condition of this authorization is that the Agency submit an annual Records Disposition Authority (RDA) Implementation Report on its activities, including documentation of records destruction, to the State Records Commission.

Unless otherwise stipulated in this document, the Agency must transmit all permanent records which are no longer in active use to the ADAH.

Recommendations

In addition, the Agency should make every effort to establish and maintain a quality record-keeping program by conducting the following activities:

The Agency should designate a staff member in a managerial position as its records liaison/records manager, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency's approved RDA.

Permanent records in the Agency's custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation. ADAH archivists are available to work with Agency staff in determining the best location and storage conditions for permanent records.

Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis—for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the Open Meetings Act, audit requirements, or any legal notice or subpoena.

The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency chooses to maintain permanent records solely in electronic format, it is committed to funding any system upgrades and migration strategies necessary to ensure the records' permanent preservation and accessibility.

Electronic mail contains permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA's requirements, the office should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.

The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the Agency and inspect records destruction documentation. Agency records managers and/or the ADAH archivists are available to instruct the staff in RDA implementation and otherwise assist the Agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on October 28, 2020.

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Steve Murray, Chairman Date
State Records Commission

By signing below, the agency acknowledges receipt of the retention periods and requirements established by the records disposition authority.

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Donna Glass, Director Date
Multiple Needs Child Office